

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	All	AAG

DEPARTMENT OF ADMINISTRATION SUMMARY PAGE

<u>Account Classification</u>	<u>Actual 1975</u>	<u>Budget 1976</u>	<u>Budget 1977</u>
Personal Services	\$ 885,252	\$ 985,284	\$1,075,375
Contractual Services	220,306	193,324	255,447
Commodities	90,879	83,655	92,345
Capital Outlay	<u>22,400</u>	<u>707</u>	<u>3,350</u>
Sub-Total	\$1,218,837	\$1,262,970	\$1,426,517
Reimbursed Expenditures	<u>(508,827)</u>	<u>(305,716)</u>	<u>(292,459)</u>
TOTAL	\$ 710,010	\$ 957,254	\$1,134,058

<u>Division</u>	<u>Actual 1975</u>	<u>Budget 1976</u>	<u>Budget 1977</u>
Auditing & Accounts	\$ 315,166	\$ 319,626	\$ 380,018
Budget & Management	200,116	218,607	279,046
Public Information	61,943	65,361	82,960
Personnel	198,178	207,214	224,303
Purchasing	169,420	159,210	170,904
Retirement & Insurance	26,718	29,508	42,004
Treasury	193,914	204,171	218,461
Community Arts	30,686	33,529	--
Occupational Safety	<u>22,696</u>	<u>25,744</u>	<u>28,821</u>
Sub-Total	\$1,218,837	\$1,262,970	\$1,426,517
Reimbursed Expenditures	<u>(508,827)</u>	<u>(305,716)</u>	<u>(292,459)</u>
TOTAL	\$ 710,010	\$ 957,254	\$1,134,058

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Auditing and Accounts	AAGA500
BUDGET COMMENTS			
<p>The 1977 adopted budget of \$290,290 is \$65,418 over the 1976 budget. Personal Services have increased \$36,251, primarily because of the addition of two positions; Account Clerk II and Accountant II. The salary of the Accountant II position will be recovered as a reimbursement through the administrative charge plan.</p> <p>Contractual Services have increased mainly because of increased data processing expense.</p> <p>Commodities have been increased \$1,300 due to increased costs of office supplies. No Capital Outlay is budgeted in 1977.</p> <p>Reimbursements are budgeted at \$89,728.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1975	BUDGET 1976	BUDGET 1977
PERSONAL SERVICES			
110 Salaries & Wages	\$205,979	\$227,781	\$ 264,032
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$205,979	\$227,781	\$ 264,032
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	1,340	2,124	2,065
230 Transportation	1,342	750	750
240 Advertising	3,765	5,400	4,500
250 Insurance	--	--	--
260 Dues and Subscriptions	932	750	1,000
270 Professional Services	15,000	15,500	17,000
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	1,328	1,500	1,500
295 Other Contractual Services	70,837	56,621	78,671
TOTAL CONTRACTUAL SERVICES	\$ 94,544	\$ 82,645	\$105,486
COMMODITIES			
310 Office Supplies	\$ 10,378	\$ 9,200	\$ 10,500
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	--	--	--
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	--	--	--
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	--	--	--
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 10,378	\$ 9,200	\$ 10,500
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	4,265	--	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 4,265	\$ --	\$ --
SUB-TOTAL	\$315,166	\$319,626	\$380,018
Less: Reimbursements	(186,080)	(94,754)	(89,728)
GRAND TOTAL	\$129,086	\$224,872	\$290,290

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Auditing and Accounts	AAGA500

WORK PROGRAM						
<p>The responsibility of the Auditing and Accounts Division is to direct the general accounting, auditing and payroll activities for the City. This division also coordinates the debt and capital improvement program, develops the accounting and auditing programs, advises the Director of Administration and City Manager on accounting and auditing matters, and provides financial statements to the administrative officials.</p> <p>The goals of this division are to continue the improvement of accounting and financial information so that it may be utilized as the basis for managing the municipality's method of internal control to prevent waste and inefficiency, as a check on the fidelity of persons administering municipal funds, and as a means of informing interested parties of the municipality's financial condition and operations.</p>						

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1975	BUDGET 1976	BUDGET 1977		1976	1977
Controller	1	1	1	1424-2008	\$ 22,107	\$ 23,552
Senior Accountant	0	1	1	1134-1508	17,068	18,092
Internal Auditor	2	2	2	1134-1508	30,961	34,128
Accountant III	2	1	1	1071-1424	15,639	17,087
Accountant II	3	3	4	957-1270	35,948	52,350
Accountant I	2	2	2	808-1071	21,866	22,062
Account Clerk III	0	0	1	722-957	--	10,994
Account Clerk II	2	1	1	646-855	9,674	9,693
Secretary	0	1	1	611-855	7,235	8,108
Account Clerk I	4	4	4	578-764	34,473	33,279
Clerk II	1	1	1	517-683	7,569	8,194
Bookkeeping Machine Operator	1	1	1	517-683	7,730	8,194
Typist Clerk	2	2	2	490-646	13,463	14,627
Sub-Total	20	20	22		\$223,733	\$260,360
Add: Longevity					\$ 4,048	\$ 3,672
Total					\$227,781	\$264,032
Full-Time Equivalent	20	20	22			
First Quarter						\$ 60,262
Second Quarter						70,756
Third Quarter						71,471
Fourth Quarter						61,543
Total						\$264,032

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Budget & Management	AAGB500
BUDGET COMMENTS			
<p>The 1977 budget of \$268,420 is \$59,719 over the 1976 approved budget of \$208,701. Salaries reflect an increase of \$23,328. This increase is due to the salary improvement, merit increases, and longevity. In addition a secretary position will be budgeted in 1977 which had been charged to Community Development in the 1976 budget.</p> <p>Contractual Services reflect an increase of \$35,391 over the 1976 level.</p> <p>Commodities show an increase of \$1,000, of which the total increase occurs in office supplies.</p> <p>The Capital Outlay allocation of \$720 provides for four bookshelves. Administrative charges are projected at \$9,906 for 1977.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1975	BUDGET 1976	BUDGET 1977
PERSONAL SERVICES			
110 Salaries & Wages	\$147,707	\$186,686	\$210,014
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$147,707	\$186,686	\$210,014
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	2,584	1,668	2,292
230 Transportation	1,306	1,475	1,475
240 Advertising	--	--	--
250 Insurance	--	--	--
260 Dues and Subscriptions	14,286	15,975	15,300
270 Professional Services	619	100	35,100
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	504	175	175
295 Other Contractual Services	6,479	4,428	4,870
TOTAL CONTRACTUAL SERVICES	\$ 25,778	\$ 23,821	\$ 59,212
COMMODITIES			
310 Office Supplies	\$ 11,049	\$ 8,000	\$ 9,000
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	331	100	100
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	18	--	--
370 Repair Parts - Equipment	--	--	--
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	--	--	--
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 11,398	\$ 8,100	\$ 9,100
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	4,938	--	720
450 Vehicular Equipment	--	--	--
460 Operating Equipment	10,295	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 15,233	\$ --	\$ 720
SUB-TOTAL	\$200,116	\$218,607	\$279,046
Less: Reimbursements	(48,502)	(9,906)	(9,906)
Administrative Charges			(720)
Revenue Sharing (Capital Outlay)			
GRAND TOTAL	\$151,614	\$208,701	\$268,420

FUND General	DEPARTMENT Administration	DIVISION Budget & Management	ACTIVITY NO. AAGB500			
WORK PROGRAM						
The Budget and Management Division supervises and directs the formulation and administration of the operating budget. The City Manager and Director of Administration are advised on budget matters by this division. The major activity of the Budget Office includes development of the budget from February to August. This entails a responsibility for all preliminary work on budget preparation, revision of the budget, consideration of all proposals and implementation of additional revisions and the final printing of the adopted budget.						
Additional duties include development of research which provides recommendations for projects and procedures. The Budget Office also is responsible for identification and solution of problems in the various working departments. The recommendations developed will be the result of direct observation and study of the department's work program goals, operating procedures and work methods.						
Day to day operations of the Budget Office include administration of the operating, CIP, and revenue sharing budgets which includes review and approval of personnel requisitions, capital outlay requests, budget transfers and financial studies. Preparation of the City organizational charts and forms control are also handled by this division.						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1975	BUDGET 1976	BUDGET 1977		1976	1977
Director of Administration	1	1	1 ✓	2008-2836	\$ 31,219	\$ 33,265
Research and Budget Officer	1	1	1	1424-2008	22,107	23,552 -
Assistant to the Director of Administration	0	1	1 ✓	1270-1790	18,810	20,286
Executive Secretary	1	0	0		--	--
Administrative Analyst	3	3	3	1134-1508	44,233	49,520
Budget Analyst II	4	4	4	957-1270	50,201	54,714
Administrative Secretary	1	1	1 ✓	683-957	10,235	11,140 -
Secretary	1	1	2	611-855	7,986	15,363 -
Sub-Total	12	12	13		\$184,791	\$207,840
Add: Longevity					1,895	2,174
Total					\$186,686	\$210,014
Full-Time Equivalent	12	12	13			
First Quarter						\$ 47,883
Second Quarter						56,284
Third Quarter						56,704
Fourth Quarter						49,143
Total						\$210,014

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Public Information	AAGE500
BUDGET COMMENTS			
<p>The total 1977 adopted budget of \$79,960 for the Public Information Office is \$22,384 above the 1976 budget. Personal Services have increased substantially due to the addition of a secretary position which had been funded through CETA in 1976. In addition, the position of Administrative Assistant has been reclassified to an Assistant Public Information Officer.</p> <p>The Contractual Services accounts are increased \$184. This minor increase results from increased centrex expense.</p> <p>The Commodity accounts are increased \$4,455. This total increase occurs in the office supply account. This is almost entirely due to increased expense for publishing and delivery of the Annual Report.</p> <p>No Capital Outlay is budgeted in 1977.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1975	BUDGET 1976	BUDGET 1977
PERSONAL SERVICES			
110 Salaries & Wages	\$35,857	\$40,510	\$53,470
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$35,857	\$40,510	\$53,470
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	861	687	940
230 Transportation	--	500	500
240 Advertising	6,499	6,000	6,000
250 Insurance	--	--	--
260 Dues and Subscriptions	155	229	260
270 Professional Services	1,137	--	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	116	165	165
295 Other Contractual Services	--	100	--
TOTAL CONTRACTUAL SERVICES	\$ 8,768	\$ 7,681	\$ 7,865
COMMODITIES			
310 Office Supplies	\$13,514	\$16,020	\$20,475
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	404	350	350
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	2,140	800	800
370 Repair Parts - Equipment	--	--	--
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	22	--	--
395 Other Commodities	15	--	--
TOTAL COMMODITIES	\$16,095	\$17,170	\$21,625
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	1,223	--	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 1,223	\$ --	\$ --
SUB-TOTAL	\$61,943	\$65,361	\$82,960
Less: Reimbursements			
Water Department	(1,782)	(1,785)	(3,000)
Community Development Act	(6,140)	(6,000)	--
GRAND TOTAL	\$54,021	\$57,576	\$79,960

FUND	DEPARTMENT	DIVISION		ACTIVITY NO.		
General	Administration	Public Information		AAGE500		
WORK PROGRAM						
<p>The Public Information Office is a service organization charged with the responsibility of creating and maintaining open and effective communication between citizenry and City government. There are several distinct areas of operation within the Public Information Office. They are: Preparation and dissemination of information to the public through news media; providing assistance to all City offices in the way of counseling, photographic service, special news conference scheduling, material and meeting schedule distribution of specialized information to the public; preparation of printed material for informing and educating the citizenry including the City Annual Report, statistical information, City and City Commission brochures; coordination and administrative services for the Mayor's Public Relations Advisory Committee; and the coordination of City visitor activities. All staff members provide information, referrals, and answers to citizen questions and problems regarding all City services. Primary functions of this division include the preparation and distribution of news releases, City meeting schedules, scheduling of City staff news conferences, execution of two weekly TV programs, and news media relations. The City internal publication, Wichita Footnotes, is produced by this division. In addition, the division assists City Commissioners and City management in the preparation of speeches for various public appearances.</p>						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1975	BUDGET 1976	BUDGET 1977		1976	1977
Public Information Officer	1	1	1	1270-1790	\$ 18,072	\$ 19,938
Assistant Public Information Officer	0	0	1	1012-1345	--	16,140
Administrative Assistant	1	1	0	--	14,383	--
Administrative Aide II	0	0	1	808-1071	--	10,529
Administrative Aide I	0	1	0	--	8,055	--
Secretary	1	0	1	611-855	--	6,863
Total	3	3	4		\$ 40,510	\$ 53,470
Full-Time Equivalent	3	3	4			
First Quarter						\$ 12,084
Second Quarter						14,330
Third Quarter						14,597
Fourth Quarter						12,459
Total						\$ 53,470

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Personnel	AAGF500

BUDGET COMMENTS			
The total 1976 adopted budget of \$203,655 is \$34,589 above the 1976 budget. The Personal Services account is increased due to normal merit salary increases, the salary improvement, and longevity.			
The Contractual Services accounts have increased \$1,000 due to increases in data processing expense.			
The Commodities accounts are increased because of price increases in office supplies. No Capital Outlay is budgeted in 1977.			
Reimbursements are projected at \$20,648 for 1977.			

ACCOUNT CLASSIFICATION	ACTUAL 1975	BUDGET 1976	BUDGET 1977
PERSONAL SERVICES			
110 Salaries & Wages	\$132,231	\$142,839	\$159,790
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$132,231	\$142,839	\$159,790
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	3,326	2,832	3,012
230 Transportation	211	1,100	1,000
240 Advertising	3,139	5,000	3,500
250 Insurance	4	--	--
260 Dues and Subscriptions	1,101	1,300	1,241
270 Professional Services	33,873	38,500	37,070
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	210	200	210
295 Other Contractual Services	12,017	2,836	6,735
TOTAL CONTRACTUAL SERVICES	\$ 53,881	\$ 51,768	\$ 52,768
COMMODITIES			
310 Office Supplies	\$ 8,125	\$ 7,400	\$ 8,125
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	680	1,000	750
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	18	--	--
360 Operating Supplies - Equipment	11	--	--
370 Repair Parts - Equipment	--	--	--
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	2,670	3,500	2,870
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 11,504	\$ 11,900	\$ 11,745
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	562	707	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 562	\$ 707	\$ --
SUB-TOTAL	\$198,178	\$207,214	\$224,303
Less: Reimbursements Administrative Charges	(83,287)	(38,148)	(20,648)
GRAND TOTAL	\$114,891	\$169,066	\$203,655

FUND	General	DEPARTMENT	Administration	DIVISION	Personnel	ACTIVITY NO.	AAGF500
WORK PROGRAM							
<p>The goal of the City Personnel Division is to provide a full and current program of employee administration. Within the City of Wichita, this program is responsible for personnel classification and salary surveys, recruiting through local media as well as professional journals, and coordinating the training programs for City personnel.</p> <p>Other responsibilities include initial interviewing of prospective City employees, scheduling of physical examinations for those hired, conducting orientation sessions for new employees and maintaining all City employee personnel records.</p> <p>The Personnel Division administers Public Employment Programs funded under the Comprehensive Employment and Training Act.</p> <p>The Personnel Division prepares the Affirmative Action Plan for Employment Practices and insures equal employment opportunity in all phases of personnel.</p> <p>The division works with employee organizations and union representatives in handling employee grievances and in negotiating union agreements.</p>							
POSITION TITLE		EMPLOYEES			RANGE	BUDGET	BUDGET
		1975	BUDGET 1976	BUDGET 1977		1976	1977
Personnel Director		1	1	1	1424-2008	\$ 20,312	\$ 22,776
Senior Personnel Technician		3	2	2	1134-1508	30,503	33,339
Employee Relations Officer		0	1	1	1134-1508	15,535	17,087
Personnel Technician II		3	3	3	957-1270	40,953	45,055
Personnel Technician I		1	1	1	808-1071	12,128	12,856
Administrative Aide I		0	1	1	683-904	8,410	9,429
Secretary		1	1	1	611-855	7,504	10,254
Clerk II		2	1	1	517-683	6,258	7,224
Sub-Total		11	11	11		\$141,603	\$158,020
Add: Longevity						1,236	1,770
Total						\$142,839	\$159,790
Full-Time Equivalent		11	11	11			
First Quarter							\$ 36,592
Second Quarter							42,984
Third Quarter							43,143
Fourth Quarter							37,071
Total							\$159,790

FUND General	DEPARTMENT Administration	DIVISION Purchasing	ACTIVITY NO. AAGG500
BUDGET COMMENTS			
<p>The 1977 budget of the Purchasing Division reflects an overall increase of \$7,731. Personal Services have increased \$7,406. This increase results from the salary improvement, merit increases, longevity, and the funding of an additional buyer position in 1977. Previously this position had been funded directly through Community Development Block Grants. In 1977 the expense of this position will be recovered through the Administrative Charge Plan. In addition a Switchboard Operator II has been transferred to the Department of Emergency Communications.</p> <p>Contractual Services reflect a decrease of \$342, primarily because of lower CDP expenses. Commodities have increased \$2,000 because of increased office supply expense. Capital Outlay is budgeted at \$2,630. Included is \$630 for the replacement of a typewriter and \$2,000 for miscellaneous equipment in the City Hall cafeteria.</p> <p>Reimbursements are increased to provide for the additional position and the budgeted Capital Outlay.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1975	BUDGET 1976	BUDGET 1977
PERSONAL SERVICES			
110 Salaries & Wages	\$134,755	\$139,022	\$146,428
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$134,755	\$139,022	\$146,428
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	15,462	3,482	3,240
230 Transportation	746	750	750
240 Advertising	--	--	--
250 Insurance	--	20	--
260 Dues and Subscriptions	293	300	300
270 Professional Services	938	--	600
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	1,017	900	998
295 Other Contractual Services	1,840	2,561	1,783
TOTAL CONTRACTUAL SERVICES	\$ 20,296	\$ 8,013	\$ 7,671
COMMODITIES			
310 Office Supplies	\$ 14,178	\$ 12,000	\$ 14,000
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	165	150	150
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	--	--	--
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	26	25	25
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 14,369	\$ 12,175	\$ 14,175
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	2,000
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	--	--	630
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ --	\$ --	\$ 2,630
SUB-TOTAL	\$169,420	\$159,210	\$170,904
Less: Reimbursements Administrative Charges Revenue Sharing (Capital Outlay)	(67,589)	(53,301)	(54,634) (2,630)
GRAND TOTAL	\$101,831	\$105,909	\$113,640

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Purchasing	AAGG500

WORK PROGRAM

This division acts as the centralized purchasing office for the City as well as various boards and agencies. Such centralization allows for the highest quality merchandise at the most economical price. The development of purchasing procedures and systems includes activities such as salesmen interviews, processing of purchase orders and requisitions, and taking and analyzing bids. An additional function of this division is the disposal of all surplus and condemned City property and sale of state right-of-way property.

The Purchasing Division also operates the Stationery Stores and Duplicating service which are self-sustaining. This function provides all departments with duplicating services and office supplies and acts as a clearing account for switchboard and postage charges, office machine maintenance contracts, legal advertising, and City vehicle license plates.

This division also handles insurance programs for Vehicular Liability and Building and Contents Insurance.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
		BUDGET	BUDGET			
	1975	1976	1977		1976	1977
Purchasing Manager	1	1	1	1424-2008	\$ 19,137	\$ 20,242
Assistant Purchasing Manager	1	1	1	1134-1508	17,068	17,015
Buyer	2	2	3	957-1270	28,735	38,729
Administrative Aide III	0	1	1	904-1200	12,865	14,402
Administrative Aide II	2	1	1	808-1071	12,128	12,856
Secretary	1	1	1	611-855	7,850	7,989
Account Clerk I	1	1	1	578-764	7,850	8,665
Switchboard Operator II	1	1	0		8,174	--
Clerk II	4	4	4	517-683	28,477	30,975
Typist Clerk	1	1	1	490-646	6,165	6,906
Switchboard Operator I	1	0	0		--	--
Switchboard & Elevator Relief Operator	<u>1</u>	<u>0</u>	<u>0</u>		<u>--</u>	<u>--</u>
Sub-Total	16	14	14		\$148,449	\$157,779
ADD: Longevity						2,456
Less: Amount Charged to Stationery Stores						<u>(13,807)*</u>
Total						\$146,428
Full-Time Equivalent	16	14	14			
First Quarter						\$ 33,532
Second Quarter						39,243
Third Quarter						39,535
Fourth Quarter						<u>34,118</u>
						\$146,428

* One-half Administrative Aide II position and all of a Clerk II position.

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Retirement & Insurance	AAGH 500

BUDGET COMMENTS

The 1977 budget of the Retirement and Insurance Division reflects an increase of \$3,125. The addition of an Administrative Aide I position has been the major factor in a \$10,778 increase in Personal Services.

Contractual Services reflect an increase of \$1,218, caused primarily by increased data processing expense. Commodities have increased \$500 because of high costs for office supplies.

No Capital Outlay is budgeted in 1977.

The cost of services rendered by this division is shared by the following on a percentage basis: 37.5% charged to the Police and Fire Pension Fund; 37.5% charged to the Wichita Employees' Retirement Fund; Water - \$617, Sewer Utility - \$412, Refuse Collection - \$412, General Fund-\$9,060.

ACCOUNT CLASSIFICATION	ACTUAL 1975	BUDGET 1976	BUDGET 1977
PERSONAL SERVICES			
110 Salaries & Wages	\$22,171	\$24,804	\$35,582
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$22,171	\$24,804	\$35,582
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	365	450	475
230 Transportation	36	350	350
240 Advertising	--	--	--
250 Insurance	--	--	--
260 Dues and Subscriptions	40	80	80
270 Professional Services	--	--	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	164	70	70
295 Other Contractual Services	--	1,654	2,847
TOTAL CONTRACTUAL SERVICES	\$ 605	\$ 2,604	\$ 3,822
COMMODITIES			
310 Office Supplies	\$ 3,717	\$ 2,100	\$ 2,600
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	30	--	--
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	--	--	--
370 Repair Parts - Equipment	--	--	--
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	--	--	--
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 3,747	\$ 2,100	\$ 2,600
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	195	--	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 195	\$ --	\$ --
SUB-TOTAL	\$26,718	\$29,508	\$42,004
Reimbursements	(18,661)	(23,573)	(32,944)
GRAND TOTAL	\$ 8,057	\$ 5,935	\$ 9,060

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.			
General	Administration	Retirement & Insurance	AAGH500			
WORK PROGRAM						
<p>This division is responsible for the overall coordination and direction of the City retirement system and the various insurance programs of City government and employees. The division acts as the administrative arm for two boards, Wichita Employees' Retirement program and the Policemen's and Firemen's Retirement system, which establishes policy and programs. Also serves on the Management Board of the Deferred Compensation Plan.</p> <p>Two types of insurance programs are included as the responsibilities of this division. These are:</p> <ol style="list-style-type: none"> 1. Employees' Group Life Insurance Plan 2. Employees' Group Health Insurance Plan 						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1975	BUDGET 1976	BUDGET 1977		1976	1977
Retirement and Insurance						
Director	1	1	1	1270-1790	\$16,230	\$ 18,215
Administrative Aide I	0	0	1	683-904	--	9,327
Secretary	0	1	1	611-855	8,210	7,653
Typist Clerk	1	0	0		--	--
Sub-Total	2	2	3		\$24,440	\$ 35,195
Add: Longevity					364	387
Total					\$24,804	\$ 35,582
Full-Time Equivalent	2	2	3			
First Quarter						\$ 8,078
Second Quarter						9,537
Third Quarter						9,561
Fourth Quarter						8,406
Total						\$ 35,582

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Treasury	AAGJ500
BUDGET COMMENTS			
<p>The 1977 budget represents an increase of \$14,290 over the 1976 adopted budget. Personal Services have increased \$8,958 as a result of merit increases, the salary improvement, and longevity.</p> <p>Contractual Services have increased \$2,482. This is caused, for the most part, by an increase in the number of collection stations and the resulting increase in insurance and armored car service expense.</p> <p>Commodities have increased \$2,850. No Capital Outlay is budgeted in 1977.</p> <p>Reimbursements are projected at \$78,249 in 1977.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1975	BUDGET 1976	BUDGET 1977
PERSONAL SERVICES			
110 Salaries & Wages	\$159,087	\$171,025	\$179,983
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$159,087	\$171,025	\$179,983
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	1,168	1,240	1,456
230 Transportation	751	485	600
240 Advertising	--	--	--
250 Insurance	877	1,075	1,885
260 Dues and Subscriptions	164	125	165
270 Professional Services	--	--	--
280 Maint. of Bldgs & Improvements	150	--	--
290 Maintenance of Equipment	1,769	1,500	1,700
295 Other Contractual Services	9,151	10,346	11,447
TOTAL CONTRACTUAL SERVICES	\$ 14,030	\$ 14,771	\$ 17,253
COMMODITIES			
310 Office Supplies	\$ 18,654	\$ 18,300	\$ 21,150
320 Clothing and Linen	192	75	75
330 Food, Drugs & Chemicals	--	--	--
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	575	--	--
360 Operating Supplies - Equipment	47	--	--
370 Repair Parts - Equipment	433	--	--
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	36	--	--
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 19,937	\$ 18,375	\$ 21,225
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	860	--	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	--	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 860	\$ --	\$ --
SUB-TOTAL	\$193,914	\$204,171	\$218,461
Reimbursements	(90,490)	(78,249)	(78,249)
GRAND TOTAL	\$103,424	\$125,922	\$140,212

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Treasury	AAGJ 500

WORK PROGRAM

The Treasury serves as the vehicle for the collection and distribution of all the City's revenue. Within this activity the City Treasurer is responsible for maintaining projections of cash balance, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management.

The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of all parking meter monies. The Records section is responsible for the detailed work involved for bank deposits, daily cash reports and license records, and provides field license inspections. The Investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1975	BUDGET 1976	BUDGET 1977		1976	1977
City Treasurer	1	1	1	1270-1790	\$ 19,712	\$ 20,999
Deputy City Treasurer	1	1	1	1134-1508	17,068	18,092
Administrative Aide II	1	1	1	808-1071	11,999	12,856
Accountant I	1	1	1	808-1071	12,128	12,856
Secretary	1	1	1	611-855	8,157	7,750
Account Clerk I	4	4	4	578-764	34,111	35,864
Parking Meter Coin Collector	2	2	2	578-764	13,959	15,385
Cashier I	1	1	1	578-764	8,645	9,164
Teller	3	3	4	517-683	22,695	30,407
Clerk II	1	1	1	517-683	7,235	6,877
Teller (P.T. 50%)	4	4	2	259-342	12,703	6,693
Sub-Total	20	20	19		\$168,412	\$176,943
Add: Longevity					2,613	3,040
Total					\$171,025	\$179,983
Full-Time Equivalent	18	18	18			
First Quarter						\$ 41,181
Second Quarter						48,383
Third Quarter						48,589
Fourth Quarter						41,830
						\$179,983

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Community Arts	AAGM 500
BUDGET COMMENTS			
This division for 1977 has been transferred to the Department of Community Facilities. The 1975 and 1976 data are shown for historical and accounting purposes only.			
ACCOUNT CLASSIFICATION	ACTUAL 1975	BUDGET 1976	BUDGET
PERSONAL SERVICES			
110 Salaries & Wages	\$26,867	\$29,266	
120 Employee Claims	--	--	
TOTAL PERSONAL SERVICES	\$26,867	\$29,266	
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	
220 Communications	272	250	
230 Transportation	428	400	
240 Advertising	--	--	
250 Insurance	--	--	
260 Dues and Subscriptions	125	148	
270 Professional Services	--	--	
280 Maint. of Bldgs & Improvements	--	--	
290 Maintenance of Equipment	86	90	
295 Other Contractual Services	--	--	
TOTAL CONTRACTUAL SERVICES	\$ 911	\$ 888	
COMMODITIES			
310 Office Supplies	\$ 2,774	\$ 3,225	
320 Clothing and Linen	--	--	
330 Food, Drugs & Chemicals	97	75	
340 Opr. Supplies - Buildings & Improvements	--	--	
350 Repair Parts - Buildings & Improvements	--	--	
360 Operating Supplies - Equipment	35	50	
370 Repair Parts - Equipment	--	--	
380 Operating Supplies - Construction	--	--	
390 Minor Apparatus and Tools	2	25	
395 Other Commodities	--	--	
TOTAL COMMODITIES	\$ 2,908	\$ 3,375	
CAPITAL OUTLAY			
410 Land	--	--	
420 Buildings	--	--	
430 Improvements Other Than Bldgs.	--	--	
440 Office Equipment	--	--	
450 Vehicular Equipment	--	--	
460 Operating Equipment	--	--	
470 Other Capital Outlay	--	--	
TOTAL CAPITAL OUTLAY	\$ --	\$ --	
SUB-TOTAL	\$30,686	\$33,529	
Less: Reimbursements	(6,296)	--	
GRAND TOTAL	\$24,390	\$33,529	

FUND General	DEPARTMENT Administration	DIVISION Community Arts	ACTIVITY NO. AAGM500			
<p align="center">WORK PROGRAM</p> <p>This division for 1977 is in the Department of Community Facilities. The 1975 and 1976 data are shown below for historical and accounting purposes only.</p>						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1975	BUDGET 1976	BUDGET 1977		1976	1977
Community Arts Director	1	1			\$19,711	
Secretary	<u>1</u>	<u>1</u>			<u>9,145</u>	
Sub-Total	2	2			\$28,856	
Add: Longevity					410	
Total					<u>\$29,266</u>	
Full-Time Equivalent	2	2				

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
General	Administration	Occupational Safety	AAGN500
BUDGET COMMENTS			
<p>The 1977 budget of the Occupational Safety Office reflects an increase of \$3,077 over the 1976 approved budget. Personal Services reflect an increase of \$2,725 due to the salary improvement, longevity, and merit increases.</p> <p>Contractual Services have increased \$237 over the 1976 budgeted amount. This is due primarily to increased centrex expense.</p> <p>Commodities have increased \$115.</p> <p>No Capital Outlay is budgeted in 1977.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1975	BUDGET 1976	BUDGET 1977
PERSONAL SERVICES			
110 Salaries & Wages	\$20,598	\$23,351	\$26,076
120 Employee Claims	--	--	--
TOTAL PERSONAL SERVICES	\$20,598	\$23,351	\$26,076
CONTRACTUAL SERVICES			
210 Utilities	\$ --	\$ --	\$ --
220 Communications	252	288	420
230 Transportation	451	400	450
240 Advertising	--	--	--
250 Insurance	--	--	--
260 Dues and Subscriptions	402	400	450
270 Professional Services	--	--	--
280 Maint. of Bldgs & Improvements	--	--	--
290 Maintenance of Equipment	55	45	50
295 Other Contractual Services	333	--	--
TOTAL CONTRACTUAL SERVICES	\$ 1,493	\$ 1,133	\$ 1,370
COMMODITIES			
310 Office Supplies	\$ 487	\$ 1,100	\$ 1,200
320 Clothing and Linen	--	--	--
330 Food, Drugs & Chemicals	18	--	--
340 Opr. Supplies - Buildings & Improvements	--	--	--
350 Repair Parts - Buildings & Improvements	--	--	--
360 Operating Supplies - Equipment	38	75	100
370 Repair Parts - Equipment	--	--	--
380 Operating Supplies - Construction	--	--	--
390 Minor Apparatus and Tools	--	85	75
395 Other Commodities	--	--	--
TOTAL COMMODITIES	\$ 543	\$ 1,260	\$ 1,375
CAPITAL OUTLAY			
410 Land	\$ --	\$ --	\$ --
420 Buildings	--	--	--
430 Improvements Other Than Bldgs.	--	--	--
440 Office Equipment	18	--	--
450 Vehicular Equipment	--	--	--
460 Operating Equipment	44	--	--
470 Other Capital Outlay	--	--	--
TOTAL CAPITAL OUTLAY	\$ 62	\$ --	\$ --
SUB-TOTAL	\$22,696	\$25,744	\$28,821
GRAND TOTAL	\$22,696	\$25,744	\$28,821

FUND General	DEPARTMENT Administration	DIVISION Occupational Safety		ACTIVITY NO. AAGN500		
WORK PROGRAM						
The safety of all employees of the City of Wichita is the responsibility of the Occupational Safety Officer. This is accomplished by compiling accident statistics and analysis. Other duties include the formulation of safety rules for City employees; inspection of job site areas; conduct various tests such as sound level measurements in various areas; advise division safety committees; chair the Executive Safety Committee; chair the Motor Vehicle Safety Committee; administer the Automobile Fleet Insurance Program; investigation of injury accidents causes; and presentation of safety material to departments. These tasks are performed with reference to the Occupational Safety and Health Act and involve any safety or environmental health program involving City Workers or City Employees.						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1975	BUDGET 1976	BUDGET 1977		1976	1977
Occupational Safety Officer	1	1	1	1270-1790 611-855	\$16,086	\$ 18,053
Secretary	<u>1</u>	<u>1</u>	<u>1</u>		<u>7,265</u>	<u>8,023</u>
Total	2	2	2		\$23,351	\$ 26,076
Full-Time Equivalent	2	2	2			
First Quarter						\$ 5,924
Second Quarter						7,008
Third Quarter						7,077
Fourth Quarter						<u>6,067</u>
Total						\$ 26,076

